

# **Workforce Partnership of Greater RI**

## **Executive Committee Meeting**

**January 7, 2014**

**Present: Gip Cabral, Paul Harden, Steve Kitchin, Joe Oakes, Paul Ouellette, Lauren Slocum, Robin Ann Smith**

**WPGRI Staff: Kara Aniballi, Nancy Olson, Carlos Ribeiro, Diane Vendetti**

### **Welcome/Call to Order**

**Chair Steve Kitchin called the meeting to order at 8:07 a.m. and requested the Committee review the minutes from November 5, 2013 Executive Committee Meeting.**

**Vote: Paul Harden made a motion to accept the minutes. Paul Ouellette seconded the motion. The motion passed with Joe Oakes abstaining from the vote because he was not at the meeting.**

### **Chairman's Report**

**Chair Kitchin reported he was asked to attend a meeting with Matt Weldon, Nancy Olson and Sue Chomka with Blackstone Valley Community Action Program (BVCAP) regarding services in the Blackstone Valley area.**

**Chair Kitchin informed the Committee he received a resignation letter**

**from Alexis Devine. Alexis works for Lifespan and represented the Health Care sector.**

**Alexis resigned due to child care issues. She still may have an interest in serving on WPGRI's Youth Council. Chair Kitchen requested a motion to accept Alexis' resignation.**

**Vote: Paul Ouellette made a motion to accept Alexis' resignation. Joe Oakes seconded the motion. The motion passed unanimously.**

### **Executive Directors Report**

**Executive Director Nancy Olson stated WPGRI has lost two Senior Monitor and Evaluation Specialists. Kathy Quattrini has retired and Sharon Geoffrey has been promoted to Assistant Coordinator. Nancy stated she is going to backfill one of the Monitor positions at this time. That Monitor will work with both Youth and Adult programs.**

**Nancy stated WPGRI's website is still out for security testing. Nancy sent out the test site to all Board Members for their input and received good feedback.**

**Nancy informed the Committee that if approved by the Governors Workforce Board Strategic Investments Committee the netWORKri offices will be purchasing new computers for all staff and customers of netWORKri. WPGRI will be contributing \$60,000.**

## **Finance Update**

**Nancy Olson proceeded to give the Committee the financial update. Nancy first went over WIA Adult, WIA Dislocated Worker, and WIA Youth numbers as of November 30, 2013. Nancy then updated the Committee on JDF Youth Centers, JDF Summer Youth, and TANF DHS Summer Youth numbers as of November 30, 2013. Lastly Nancy went over the Workforce Innovation Grant and National Emergency Grant Funds as of November 30, 2013.**

## **Nominee's Resumes**

**Chair of the Board Development Committee, Paul Ouellette, presented Dean Patterson's resume for consideration. Dean is the Vice President of Information Technology at AAA Southern New England. If approved Dean will represent the Technology Industry; Chair Ouellette requested to present Dean's resume to the Board of Directors for consideration if approved today.**

**Vote: Paul Ouellette made a motion to present Dean Patterson's resume to the Board of Directors for approval and then be sent to the Governor for consideration of appointment. Gip Cabral seconded the motion. The motion passed unanimously.**

**Chair Ouellette then presented Roger J. LaFlamme's resume to the Committee for consideration. Roger is the Owner/Executive Vice**

**President of PolyWorks Inc. If approved Roger will represent the Business Industry; Chair Ouellette requested to present Roger's resume to the Board of Directors for consideration if approved today.**

**Vote: Paul Ouellette made a motion to present Roger LaFlamme's resume to the Board of Directors for approval and then be sent to the Governor for consideration of appointment. Robin Ann Smith seconded the motion. The motion passed unanimously.**

## **Dashboard**

**Diane Vendetti presented a revised Dashboard based upon the Strategic Development Committee's feedback from the October meeting and comments from the Executive Committee. The Dashboard included:**

- 1. WIA Training contracts by month**
- 2. WIA services enrollments vs. annual plan**
- 3. Unemployment data by month from LMI and comparison from prior year**
- 4. Job placements by month including training related**
- 5. Top ITA training programs based on numbers of enrollments**
- 6. Top OJT training programs based on numbers of enrollments**

**Chair of the Strategic Development, Paul Harden, stated the Committee also agreed to expand the Dashboard to a multiple page document so that graphics would be easier to read. A mix of pie**

**charts, line graphs and tables are used.**

### **Revised Strategic Plan**

**Nancy Olson stated she worked with Chair of the Strategic Development Committee, Paul Harden, to redesign the one page Strategic Plan document. The document contains all the information that was worked on at the Strategic Retreat. The document has been reformatted to be user friendly. The new document includes WPGRI Mission Statement, The Greater RI Workforce Development System, the Strategic Priorities for 2013-2015, target populations, and the Strategic Priorities tracking document.**

### **Committee Reports**

#### **Board Development Committee**

**Chair of the Board Development Committee, Paul Ouellette, stated he was approached by Chair Kitchin and Executive Director Nancy Olson to combine the Board Development Committee with the Marketing Task force. Originally Karen Jedson agreed to Chair the Marketing Task force but due to new work responsibilities had to step down as Chair. The Marketing Task Force team includes Scott Seaback, Gail Patry, and Wendy Kagan. The Team will not be required to sit on the Board Development Committee and the Board Development Committee will not be required to sit on the Marketing Task Force Team; though both will be given the option to sit on both if desired.**

**The next Board Development/Marketing Task force Meeting will be on**

**January 24, 2014.**

### **Quality Assurance Committee**

**Chair of the Quality Assurance Committee, Joe Oakes, had no new business to discuss. The next Quality Assurance meeting will be Tuesday, January 28, 2014.**

### **Strategic Development Committee**

**Chair of the Strategic Development Committee, Paul Harden, had no new business to discuss. The next Strategic Development Committee will be on January 17, 2014.**

### **Finance Committee**

**Chair of the Finance Committee, Lauren Slocum stated the Finance Committee will be meeting quarterly. The new Finance Committee schedule has been sent to the Finance Committee.**

### **Youth Council**

**Chair of the Youth Council, Gip Cabral, stated the Youth Council will not be meeting in January.**

### **Adjournment**

**At 9:45 a.m. Chair Kitchen requested a motion to adjourn the Executive Committee meeting.**

**Vote: Paul Ouellette made a motion to adjourn the meeting. Lauren**

**Slocum seconded the motion. The motion passed unanimously.**

**Respectfully submitted,**

**Kara Aniballi**